



CITY OF SAN ANTONIO

DEPARTMENT OF DEVELOPMENT SERVICES

TO: Participating Electrical Contractors

SUBJECT: **INFORMATION BULLETIN 104b**
Temporary on Permanent Set (TOPS)
Electrical Permit (**Existing Construction**)

DATE: October 14, 2005

The Development Services Department (DSD) requires that each building or structure have all permits finalized prior to giving a final approval to the utility company (CPS Energy) authorizing them to energize the electrical service.

As a customer service initiative, the approval/authorization to CPS can be given at an earlier stage provided the following requirements have been met:

- A licensed and bonded electrical contractor registered with the City of San Antonio shall obtain a TOPS permit and requests that it be attached in the City computer system to main building permit for the address if applicable. (TOPS permit is in addition to the main electrical permit)
- The existing electrical service must be in good condition and comply with the City electrical code including all grounding requirements.
- The electrical loads originating from the existing service equipment must be disconnected and safeguarded from accidental contact with an energized electric buss bar.
- Temporary GFCI protected outlets must be provided at the service equipment location to be used during construction related activities.
- All necessary and or required trade permits must be obtained prior to giving a final approval to CPS to energize the service equipment.

The TOPS permit on existing structures is intended to allow the electrical contractor to utilize the existing service equipment and/or associated electric panels to supply temporary electrical power while repairs or alterations are made. The utilization of this type of permit would eliminate the need to build a separate Temporary Meter Loop to provide temporary power.

The approval of the TOPS permit and its energized release to CPS should not be used to allow persons or property to occupy the building or structure without proper approval. The building or structure must meet all the necessary City requirements prior to allowing it to be occupied by persons or property.

Should you have any questions on this process, please contact Chief Electrical Inspector at 207-8286 or the Development Services Managers at (210) 207-0148 or (210) 207-0159.

10/19/2005